

DeSales University
Instructional Technology Specialist Certificate Program
ForsheyJ CE599 Time Sheet/Log

August 2011	Tasks	Time on Task	August Time Total	Cumulative Time Total	Date Report Filed
	St. Francis PD	5 hr	5 hr	5 hr	
	Techapalooza PD	31 hr	32 hr	37 hr	
	BASD Inservice PD	6 hr	6 hr	43 hr	
				42 hr	
Week of Aug. 28-Sept. 3	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	2	1 hr 5 min	1 hr 5 min	1 hr 5 min	
	4	3 hr 20 min	3 hr 20 min	3 hr 20 min	
	5	30 min	30 min	30 min	
	6	6 hr	6 hr	6 hr	
	9	20 min	20 min	20 min	
			11 hr 15 min	11 hr 15 min	
Week of Sept. 4-10	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	4 hr 10 min	4 hr 10 min	4 hr 10 min	9/10/11
	2	3 hr 40 min	3 hr 40 min	4 hr 45 min	
	4	3 hr 20 min	3 hr 20 min	6 hr 40 min	
	5	20 min	20 min	50 min	
	6	6 hr 40 min	6 hr 40 min	12 hr 40 min	
	8	30 min	30 min	30 min	
	9	50 min	50 min	1 hr 10 min	
	Misc	1 hr 30 min	1 hr 30 min	1 hr 30 min	
			21 hr	32 hr 15 min	
Week of Sept. 11-17	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr 5 min	2 hr 5 min	6 hr 15 min	
	2	3 hr 20 min	3 hr 20 min	8 hr 5 min	
	4	3 hr 20 min	3 hr 20 min	10 hr	
	5	2 hr	2 hr	2 hr 50 min	
	6	6 hr 40 min	6 hr 40 min	19 hr 20 min	
	7	15 min	15 min	15 min	
	8	30 min	30 min	1 hr	
	9	50 min	50 min	2 hr	
	Misc	30 min	30 min	2 hr	
			19 h 15 min	51 h 30 min	

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Week of Sept. 18-24	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	6 h	6 h	14 hr 5 min	9/24/11
	2	2 hr 50 min	2 hr 50 min	10 hr 55 min	
	4	3 hr 20 min	3 hr 20 min	13 hr 20 min	
	5	40 min	40 min	3 hr 30 min	
	6	6 hr 40 min	6 hr 40 min	26 hr	
	8	30 min	30 min	1 hr 30 min	
	9	50 min	50 min	2 hr 50 min	
	Misc	45 min	45 min	2 hr 45 min	
			21 hr 35 min	73 hr 5 min	
Week of Sept. 25-Oct. 1	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	16 hr 5 min	
	2	4 hr 45 min	4 hr 45 min	15 hr 40 min	
	4	3 hr 20 min	3 hr 20 min	16 hr 40 min	
	5	1 hr 10 min	1 hr 10 min	17 hr 50 min	
	6	6 hr 40 min	6 hr 40 min	32 hr 40 min	
	7	30 min	30 min	45 min	
	8	30 min	30 min	2 hr	
	9	50 min	50 min	3 hr 40 min	
	Misc	15 min	15 min	3 hr	
			20 hr	93 hr 5 min	
Week of Oct. 2-8	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	18 hr 5 min	
	2	4 hr 35 min	4 hr 35 min	20 hr 15 min	
	4	2 hr	2 hr	18 hr 40 min	
	5	1 hr	1 hr	18 hr 50 min	
	6	4 hr	4 hr	36 hr 40 min	
	7	1 hr 30 min	1 hr 30 min	2 hr 15 min	
	8	30 min	30 min	2 hr 30 min	
	9	50 min	50 min	4 hr 30 min	
			16 hr 25 min	109 hr 30 min	
Week of Oct. 9-15	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	1 hr 20 min	1 hr 20 min	19 hr 25 min	
	2	4 hr 25 min	4 hr 25 min	24 h 40 min	
	4	3 hr 20 min	3 hr 20 min	22 hr	
	5	4 hr	4 hr	22 hr 50 min	
	6	6 hr 40 min	6 hr 40 min	43hr 20 min	
	7	2 hr 30 min	2 hr 30 min	4 hr 45 min	
	8	20 min	20 min	3 hr	
	9	50 min	50 min	5 hr 20 min	
			22 hr 35 min	133 hr 5 min	

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Week of Oct. 16-22	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	21 hr 25 min	
	2	4 hr 45 min	4 hr 45 min	29 hr 25 min	
	4	4 hr 20 min	4 hr 20 min	26 hr 20 min	
	6	6 hr 40 min	6 hr 40 min	50 hr	
	7	1 hr 30 min	1 hr 30 min	6 hr 15 min	
	8	30 min	30 min	3 hr 30 min	
	9	50 min	50 min	6 hr 10 min	
	10	1 hr	1 hr	1 hr	
			21 hr 35 min	154 hr 40 min	
Week of Oct. 23-29	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	23 hr 25 min	10/29/11
	2	2 hr 40 min	2 hr 40 min	32 hr 5 min	
	4	3 hr 20 min	3 hr 20 min	29 hr 40 min	
	5	1 hr	1 hr	23 hr 50 min	
	6	6 hr 40 min	6 hr 40 min	56 hr 40 min	
	7	1 hr 30 min	1 hr 30 min	7 hr 45 min	
	8	30 min	30 min	4 hr	
	9	50 min	50 min	7 hr	
	Misc	30 min	30 min	3 hr 30 min	
			19 hr	173 hr 40 min	
Week of Oct. 30-Nov. 5	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	3 hr	3 hr	26 hr 25 min	
	2	3 hr 55 min	3 hr 55 min	36 hr	
	4	3 hr 20 min	3 hr 20 min	33 hr	
	6	6 hr 40 min	6 hr 40 min	63 hr 20 min	
	7	1 hr 30 min	1 hr 30 min	9 hr 15 min	
	8	30 min	30 min	4 hr 30 min	
	9	50 min	50 min	7 hr 50 min	
			19 hr 45 min	193 hr 15 min	
Week of Nov. 6-12	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	20 min	20 min	26 hr 45 min	
	2	4 hr	4 hr	40 hr	
	4	2 hr	2 hr	35 hr	
	6	4 hr	4 hr	67 hr 20 min	
	7	1 hr 30 min	1 hr 30 min	10 hr 45 min	
	8	30 min	30 min	5 hr	
	9	50 min	50 min	8 hr 40 min	
	10	1 hr 15 min	1 hr 15 min	2 hr 15 min	
	Misc	2 hr 45 min	45 min	6 hr 15 min	
			15 hr 10 min	208 hr 25 min	

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Week of Nov. 13-19	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	28 hr 45 min	
	2	1 hr 40 min	1 hr 40 min	41 hr 40 min	
	4	1 hr 20 min	1 hr 20 min	44 hr 50 min	
	5	15 min	15 min	24 hr 5 min	
	6	2 hr 40 min	2 hr 40 min	69 hr	
	7	1 hr	1 hr	11 hr 45 min	
	8	30 min	30 min	11 hr 15 min	
	9	20 min	20 min	9 hr	
			9 hr 45 min	218 hr 10 min	
Week of Nov. 20-26	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	1	2 hr	2 hr	30 hr 45 min	
	2	3 hr 10 min	3 hr 10 min	44 hr 50 min	
	3	30 min	30 min	30 min	
	4	3 hr	3 hr	47 hr 50 min	
	6	4 hr	4 hr	73 hr	
	7	1 hr 30 min	1 hr 30 min	13 hr 15 min	
	8	1 hr	1 hr	12 hr 15 min	
	9	1 hr	1 hr	18 hr	
	10	1 hr	1 hr	3 hr 15 min	
			17 hr 10 min	235 hr 20 min	
Week of Nov. 27-Dec. 3	Tasks	Time on Task	Weekly Time Total	Cumulative Time Total	Date Report Filed
	2	5 hr 20 min	5 hr 20 min	36 hr 5 min	
	3	2 hr	2 hr	2 hr 30 min	
	4	2 hr 10 min	2 hr 10 min	49 hr	
	6	5 hr 20 min	5 hr 20 min	78 hr 20 min	
	7	2 hr	2 hr	15 hr 15 min	
	8	30 min	30 min	12 hr 45 min	
	9	40 min	40 min	10 hr 50 min	
	10	2 hr	2 hr	5 hr 15 min	
	Misc	2 hr	2 hr	6 hr 15 min	
			22 hr	257 hr 20 min	
				Overall Cumulative Time Total (including August PD): 300 hr 20 min	